



**DEPARTMENT OF PUBLIC HEALTH
POSTING OF VACANCY**

DPH Employees are strongly encouraged to apply

**Staff Attorney 2 (Part-Time – 20 hours per week)
C. O. – Legal Office/Public Health Hearing Office**

POSTING DATE: November 3, 2015

CLOSING: November 10, 2015*

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

OPEN TO: The Public

POSITION CONTROL NUMBER: 109806SC **NOTE: THIS NUMBER MUST BE INCLUDED ON YOUR APPLICATION**

LOCATION: 410 Capitol Avenue, Hartford, CT

SHIFT/HOURS: 1st Shift/20 hours/week

SALARY GROUP/RANGE: AR 28/\$40.33hr*-\$51.61hr (*NEW State employees)

NOTE: CANDIDATES APPLYING FOR THIS POSITION MUST MEET THE MINIMUM QUALIFICATIONS REQUIRED OR BE ELIGIBLE FOR LATERAL TRANSFER.

Preferred Skills:

- Experience with, or knowledge of, the Emergency Medical Services system or other health care entities;
- Experience with, or knowledge of, healthcare regulation and licensure;
- Experience with the Uniform Administrative Procedure Act;
- Experience in courtroom litigation and/or with administrative hearings;
- Experience performing legal research and writing [Note: candidates asked to interview will be required to submit a writing sample];
- Experience drafting legislative and regulatory proposals;
- Experience chairing and/or working with a large group of diverse stakeholders to reach consensus on a project.

MINIMUM QUALIFICATIONS REQUIRED

Knowledge, Skill and Ability:

Considerable knowledge of legal principles, practices and procedures in Connecticut; considerable knowledge of legal research techniques; considerable knowledge of the Uniform Administrative Procedures Act; considerable knowledge of and the ability to interpret and apply relevant state and federal laws, statutes, regulations and legislation; considerable knowledge of relevant agency policies and procedures; knowledge of the rules of evidence; knowledge of criminal and constitutional law and legislative process; considerable interpersonal skills; considerable oral and written communication skills; considerable ability to apply judicial decisions to the interpretation of statutes; considerable ability to comprehend, analyze and organize technical data and coordinate elements of legal cases.

EXPERIENCE AND TRAINING

General Experience:

Two (2) years of experience in the practice of law.

Special Requirements:

- 1.) **Must be admitted to practice law in the State of Connecticut.**
- 2.) May be required to travel.

PLEASE NOTE: This position will be filled in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

Application Instructions: ANYONE WISHING TO APPLY FOR THIS POSITION MUST SUBMIT A COMPLETE State of Connecticut Application Form for Examination and Employment (Form CT-HR-12), INCLUSION OF A RESUME IS OPTIONAL. THE ENTIRE APPLICATION PACKAGE MUST BE RECEIVED NO LATER THAN THE CLOSING DATE AT THE TOP OF THIS FORM AT:

FAX: 860-730-8386
EMAIL: dph.recruitment@ct.gov
If mail is necessary, please send to:
DEPARTMENT OF PUBLIC HEALTH
410 Capitol Avenue, MS #13PER
PO Box 340308
Hartford, CT 06134-0308

* The closing date is for this posting. This may differ from the examination closing date for a competitive examination.

Questions regarding this process should be directed to the Human Resources Office (Recruitment Hotline, 860-509-7223).
THE DEPARTMENT OF PUBLIC HEALTH AIMS TO PROVIDE EQUAL OPPORTUNITY IN ALL ASPECTS OF EMPLOYMENT AND ADVANCEMENT, FOSTERING AN ENVIRONMENT COMMITTED TO SUPPORTING INDIVIDUALS IN ALL PROTECTED CLASSES. IF YOU REQUIRE AID/ACCOMMODATION TO PARTICIPATE FULLY AND FAIRLY, PLEASE CONTACT THE AFFIRMATIVE ACTION OFFICE AT 860-509-7220.